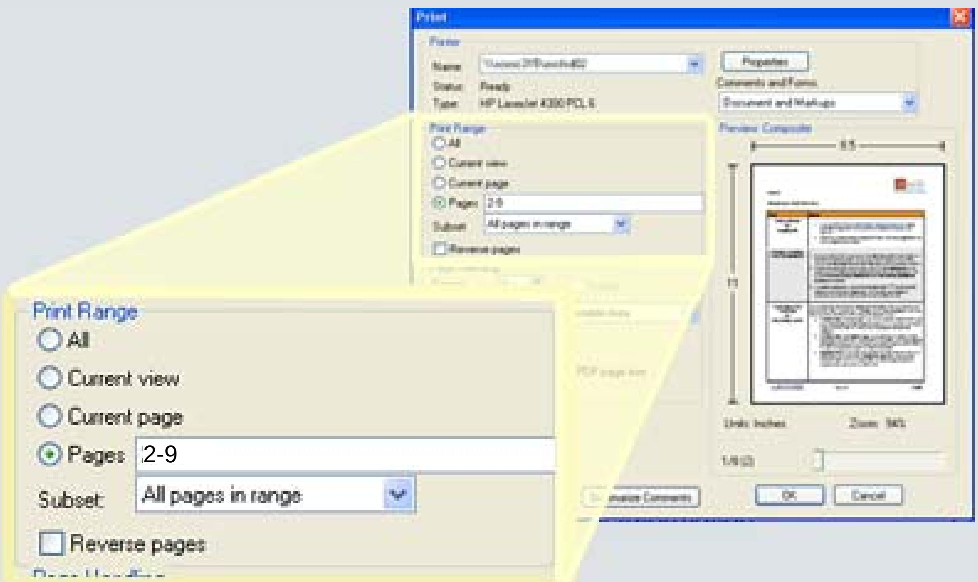
Employee Self Service

This Employee Self Service guide is formatted to allow you to print the entire guide or to print individual sections. Using the page numbers listed in the Table of Contents, you can specify the pages you want to print following the directions below.

To print the entire guide, enter 2-9 in the Pages area of your Print Range box as pictured below. To print individual sections, type the page number or page range from the Table of Contents below.



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Task	Steps
Getting Started and Logging Off	• Log onto BEACON SAP portal at **https://mybeacon.nc.gov** using your **NCID log-on** ID and password (obtained through your agency). • When you have finished using BEACON, click the **Log Off** link at the top right of the screen.
Viewing or Printing Your Pay Statement	1. From the BEACON SAP portal, click **My Pay** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click on the **My Data** tab and then **My Pay** on the Overview screen.) 2. On the left side of the next screen, click on **Pay Statement.** If you want to print a different pay statement than the one displayed, click the **Previous Salary Statement** and **Next Salary Statement buttons** as needed. To **print** a statement, click the **printer icon** on the top left directly above the pay statement. If more than one printer is available, you will be able to select which printer to use.
Completing Your Timesheet and Requesting Leave	You will fall into **one of three categories** that affect **how you record your time** in BEACON. **Contact your manager or HR representative** if you are not sure which of these three categories applies to you: a. **Positive time / Actual pay:** If you must submit a timesheet to get paid, **record all of your hours** including hours worked and leave taken on BEACON. All Temporary Employees and Department of Transportation employees fall into this category. b. **Positive time / Exception pay:** If you get paid a regular salary regardless of when your timesheet is submitted, you must **record all hours** including hours worked and leave taken on BEACON or an agency approved paper or online timesheet. Most state employees fall into this category. c. **Negative time:** If you are not Subject to FSLA and not required to enter time worked on a timesheet, you must enter **variations only** from your normal schedule, such as leave taken or extra hours worked to count toward comp time. A small percentage of state employees fall into this category.

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	To record, save, and release your time or leave for approval on BEACON, follow the steps below.
	
	IMPORTANT NOTE: Be sure to **enter your time at the end of each work week** to help ensure that your leave balances are current in the system.
	
	1. From the BEACON SAP portal, click **My Time** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click on the **My Data** tab and then **My Working Time** on the Overview screen.)
	2. On the **My Working Time** screen, click **Record Working Time** under the **My Time Sheets** heading.
	3. Your time sheet appears on the **Record Working Time** screen. Click **Show Calendar** and then select the week you need to record.
	4. On the **Weekly View** screen, you'll see your planned hours listed under **Plan,** an **Act** row beneath where your actual hours will display after you enter them, and some **arrow** boxes below where you can enter your actual hours worked and any leave you took.
	5. If you are a **Positive Time** employee, enter your daily hours worked in the first arrow row by clicking the arrow and selecting the **Time Worked** code. Then enter any leave taken in the row(s) below by clicking the arrow and selecting the correct **leave code**.
	    a. Notice that there is no code named Vacation. You would use the **Approved Leave (9000)** code for your vacation time. The system will then automatically deduct this time from your leave balances in the following order: Holiday Compensatory Leave, Compensatory Leave, On-call Compensatory Leave, Travel Time Compensatory Leave, Vacation Leave, Bonus Leave, and Advanced Vacation Leave (if approved).
	    b. If you **work extra hours** in a pay period, your hours will be automatically calculated for comp time or overtime, and you do not need to identify them as overtime in any way on your time sheet. You simply report the total hours worked such as 9 hours for one normal 8-hour workday as part of your **Time Worked** hours and the system will apply the extra hour to overtime pay or comp time as appropriate.

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Task	Steps
	6. Note to **Negative Time employees only:** Since you only record variations to your normal work hours in BEACON, if you work more than your regularly scheduled hours in a day, record only the **extra hours** under the **Time Worked code**. For example, if you normally work 8 hours per day but worked 10 hours on Wednesday, you would record 2 hours **Time Worked** for Wednesday since the system is already calculating 8 hours per day for you. 7. When you have completed entering your hours and leave taken on your timesheet, click the **Refresh** button near the bottom, the **Review** button and then **Save**. **Correcting Errors:** If you find an error, click on the **Previous Step** button to go back to the last screen, correct any mistakes, and click **Refresh**, **Review**, then **Save**. 8. On the next screen you will see a note that your data has been saved. Under the **What do you want to do next?** section, click on the **Release Working Times** link. Then click **Select All**, **Review**, and then **Save.** a. When you release your time sheet, your manager will receive notice that your time sheet is ready for approval. b. If you submit your time, but wish to change it, you can make changes before the time sheet is approved. If your time sheet has been approved, you will need to contact your Time Administrator to make changes. 9. You now have the option of releasing additional working time for approval, going elsewhere in ESS, or logging off. **To request leave for approval on BEACON:** 1. From the BEACON home page, click **My Time** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click the **My Data** tab and then **My Working Time** on the Overview screen.) 2. To review your leave balances before requesting leave, click **Quota Overview**. After reviewing your balances, click the **My Working Time** link to return to the last screen. 3. Click the **Leave Request** link. 4. Click the drop down list displaying **Approved Leave** if you need to select any other type of leave from the list. If you select **Approved Leave,** the system will automatically deduct leave from any balances you have in the following order (according to state policy):

Task	Steps
	1) Holiday Compensatory Leave 2) Compensatory Leave 3) On-call Compensatory Leave 4) Travel Time Compensatory Leave 5) Vacation Leave 6) Bonus Leave 7) Advanced Vacation Leave (if approved) 5. In the **Date** area, click on the calendar icon and select the beginning and end date(s) of leave you are requesting. 6. If your supervisor's name appears in the Approver box, go to the next step. If not, click the search icon in the Approver box, enter the **last name of your supervisor**, and select your supervisor's name from the list. The name displays in the Approver box. 7. In the **Note for Approver** box, enter comments (optional). 8. Click **Review** to go to the next step. 9. Review the request and click the **Send** button if it's correct or click the **Previous Step** button to return to the last screen to make any corrections. 10. A confirmation page displays indicating that your leave request was sent for approval. 11. Click **Log Off** or go elsewhere by clicking one of the links under **What do you want to do next?**
Changing your Address	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. On the Overview page, click **My Personal Data**. 3. Click the **Addresses** link. 4. In the **Permanent Residence** section, click **Edit**. 5. On the **Addresses** screen, type in your new address. 6. Click **Review**. 7. If it is correct, click **Save**. If you find an error, click the **Previous Step** button to go back to the last screen, correct the mistake, click **Review**, then **Save**. 8. A message is displayed on the Confirmation page confirming that your changes were saved. Click **Log Off** or go elsewhere by clicking one of the links under **What do you want to do next?**

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Task	Steps
Changing Your Direct Deposit Information	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. On the Overview page, click **My Personal Data**. 3. Click the **Bank Information** link under **Direct Deposit**. 4. Click **Edit** to make changes to the Main bank where your **payroll check** is deposited. **Multiple Banks:** You have the option of adding accounts from up to three other banks to deposit portions of your paycheck. Click the **New Other bank** button to add other banks. 5. Type in the new bank number (routing number) and/or account number on the **Bank Information** page**.** 6. Select **Valid as of Future Date** and enter the first day of the pay period that you want all or a portion of your pay to go into the new account. You would generally enter the first day of the next pay period. Or, if you are actually making the change on the first day of the pay period, you can leave the Valid from Today default button selected. If you are paid **monthly**, enter the first day of the month. If you are paid **biweekly**, contact HR to verify the first day of the next pay period or access the Payroll Calendar in Help. **Important Notes:** • If you make the change on a day after the first day of the pay period and do **not** click **Valid as of Future Date** to enter the next pay period begin date, part of your next pay check may go into a **closed account**. Or if your pay is deposited into more than one account, the dollar amount that goes into your main account may be incorrect, including the possibility of **no pay** being deposited in your main account. • If you are in the process of **opening and closing bank accounts**, make sure that you keep your current account open until the direct deposit change to the new bank processes. If you are not sure about the date that you should make the change effective, contact **BEST Shared Services**. 7. Click **Review**. 8. If the numbers are correct, click **Save**. **Correcting Errors:** If you find an error, click the **Previous Step** button to go back to the last screen, correct the mistake, click **Review**, then **Save**. 9. A message is displayed on the **Confirmation** page stating that your changes were saved. 10. Click **Log Off** or select a link under **What do you want to do next?**

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<table>
<tr><th>Task</th><th>Steps</th></tr>
<tr><td>Changing Your Tax Withholding Information</td><td>1. From the BEACON home page, click the My Data (ESS) tab.
2. On the Overview page, click My Personal Data.
3. Click the Tax Withholding Information link.
4. Click Edit to make changes to your marital status, number of exemptions, or additional withholding amount for the W-4 Federal Tax information.
5. Click on Review.
6. If the numbers are correct, click Save.
Correcting Errors: If you find an error, click the Previous Step button to go back to the last screen, correct the mistake, click Review, then Save.
7. A message is displayed on the Confirmation page confirming that your changes were saved.
Click Log Off or go back to make other changes including changes to the NC withholding information by clicking one of the links under What do you want to do next?</td></tr>
<tr><td>Viewing or Changing Your Benefit Plans</td><td>1. From the BEACON home page, click the My Data (ESS) tab.
2. Viewing Benefit Information
a. On the Overview page, click My Benefits. From this screen you can access a variety of links to view benefits data or to make changes to your benefits information.
b. To see all of your benefits, click Participation Overview. From this screen you can view details of any plan by clicking the button to the left of the plan and then clicking the Show Participation Details button. Click the link beside a plan to go to the vendor web site.
3. Changing or Enrolling in Benefits
You can enroll or make changes in three situations:
a. When you first become eligible, such as when you are hired. You must enroll within 30 days of your hire date or eligibility date.
b. During the state-defined annual enrollment periods. During annual enrollment periods, you must make any necessary changes within the enrollment dates shown on your My Benefits screen in ESS.</td></tr>
</table>

Task	Steps
	c. When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or when a spouse's job changes. You must first notify your local HR office before you can change your benefits on BEACON within 30 days of the life event. They will activate the links that you need on BEACON to allow you to make your changes. To enroll or change benefits during an **annual open enrollment** period, as a **new hire** or after a **life-changing event**: a. From the BEACON home page, click the **My Data (ESS)** tab. b. On the Overview page, click **My Benefits**. c. Click one of the reasons such as **NC Flex Annl Enroll**, **Marriage**, or **Health Ins for Baby** links displayed under the **Adjustment Reason Enrollments** heading. d. On the **Enrollment screen**, click the **enroll button** next to any benefit plan in which you would like to enroll. ▪ Click the **Show GeneralLinksView** first if you would like more information from vendor web sites describing the plans. ▪ During an Open Enrollment period, the **Enrollment screen** shows only the benefits that you can change. ▪ Complete any required screens such as selecting beneficiaries. Contact BEST Shared Services if you have any questions as you complete the screens. e. After completing all required screens, you must click **Review Enrollment** and then **Save** to complete the change. f. A new plan confirmation statement is displayed on the Enrollment screen. Click **Print New Plan Selections** to view and print your **Benefits Confirmation Statement**. **4. Completing Forms** If you need to complete any forms as part of your enrollment: a. Go to the **My Benefits** page. The State Health Plan Forms are listed under the **My State Health Plan** heading. b. Click on the form title. c. Print the form by clicking on the printer icon above the form. d. Manually complete it. e. Submit it to BEST Shared Services or your HR Office Benefits Administrator. Call either to get submission instructions if necessary.

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Task	Steps
Getting Help	**Print References:** **Time Entry Quick Reference Guide** available online: http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/Job_Aids/pdf_Time_Admin_Quick_Reference_Guide.pdf Includes charts with the following information: • Attendance/Absence Types • Minutes/Decimals Conversion for Time Entry **Employee Self Service (ESS) Job Aid** (this document) available online: http://help.mybeacon.nc.gov/beaconhelp/ESS and MSS/Job_ Aids/pdf_ES200JobAid.pdf **Phone Help** through **BEST Shared Services**: • Raleigh Area: 919-707-0707 • Statewide: 866-NCBEST4U (866-622-3784) **Online Help**: • Click on Help from any screen. • E-mail BEST Shared Services: best@ncosc.net.

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This section allows each task to printed individually. Click a link below to jump to a specific task.

Specific Tasks

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Task	Steps
Getting Started and Logging Off	• Log onto BEACON SAP portal at **https://mybeacon.nc.gov** using your **NCID log-on** ID and password (obtained through your agency). • When you have finished using BEACON, click the **Log Off** link at the top right of the screen.

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Viewing or Printing Your Pay Statement	1. From the BEACON SAP portal, click **My Pay** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click on the **My Data** tab and then **My Pay** on the Overview screen.) 2. On the left side of the next screen, click on **Pay Statement.** If you want to print a different pay statement than the one displayed, click the **Previous Salary Statement** and **Next Salary Statement buttons** as needed. To **print** a statement, click the **printer icon** on the top left directly above the pay statement. If more than one printer is available, you will be able to select which printer to use.

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Task	Steps
Completing Your Timesheet and Requesting Leave	You will fall into **one of three categories** that affect **how you record your time** in BEACON. **Contact your manager or HR representative** if you are not sure which of these three categories applies to you: a. **Positive time / Actual pay:** If you must submit a timesheet to get paid, **record all of your hours** including hours worked and leave taken on BEACON. All Temporary Employees and Department of Transportation employees fall into this category. b. **Positive time / Exception pay:** If you get paid a regular salary regardless of when your timesheet is submitted, you must **record all hours** including hours worked and leave taken on BEACON or an agency approved paper or online timesheet. Most state employees fall into this category. c. **Negative time:** If you are not Subject to FSLA and not required to enter time worked on a timesheet, you must enter **variations only** from your normal schedule, such as leave taken or extra hours worked to count toward comp time. A small percentage of state employees fall into this category. **To record, save, and release your time or leave for approval on BEACON, follow the steps below.** **IMPORTANT NOTE:** Be sure to **enter your time at the end of each work week** to help ensure that your leave balances are current in the system. 1. From the BEACON SAP portal, click **My Time** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click on the **My Data** tab and then **My Working Time** on the Overview screen.) 2. On the **My Working Time** screen, click **Record Working Time** under the **My Time Sheets** heading. 3. Your time sheet appears on the **Record Working Time** screen. Click **Show Calendar** and then select the week you need to record. 4. On the **Weekly View** screen, you'll see your planned hours listed under **Plan,** an **Act** row beneath where your actual hours will display after you enter them, and some **arrow** boxes below where you can enter your actual hours worked and any leave you took. 5. If you are a **Positive Time** employee, enter your daily hours worked in

Task	Steps
	the first arrow row by clicking the arrow and selecting the **Time Worked** code. Then enter any leave taken in the row(s) below by clicking the arrow and selecting the correct **leave code**. a. Notice that there is no code named Vacation. You would use the **Approved Leave (9000)** code for your vacation time. The system will then automatically deduct this time from your leave balances in the following order: Holiday Compensatory Leave, Compensatory Leave, On-call Compensatory Leave, Travel Time Compensatory Leave, Vacation Leave, Bonus Leave, and Advanced Vacation Leave (if approved). b. If you **work extra hours** in a pay period, your hours will be automatically calculated for comp time or overtime, and you do not need to identify them as overtime in any way on your time sheet. You simply report the total hours worked such as 9 hours for one normal 8-hour workday as part of your **Time Worked** hours and the system will apply the extra hour to overtime pay or comp time as appropriate. 6. Note to **Negative Time employees only:** Since you only record variations to your normal work hours in BEACON, if you work more than your regularly scheduled hours in a day, record only the **extra hours** under the **Time Worked code**. For example, if you normally work 8 hours per day but worked 10 hours on Wednesday, you would record 2 hours **Time Worked** for Wednesday since the system is already calculating 8 hours per day for you. 7. When you have completed entering your hours and leave taken on your timesheet, click the **Refresh** button near the bottom, the **Review** button and then **Save**. **Correcting Errors:** If you find an error, click on the **Previous Step** button to go back to the last screen, correct any mistakes, and click **Refresh**, **Review**, then **Save**. 8. On the next screen you will see a note that your data has been saved. Under the **What do you want to do next?** section, click on the **Release Working Times** link. Then click **Select All**, **Review**, and then **Save.** a. When you release your time sheet, your manager will receive notice that your time sheet is ready for approval. b. If you submit your time, but wish to change it, you can make changes before the time sheet is approved. If your time sheet has been approved, you will need to contact your Time Administrator to make changes.

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Task	Steps
	9. You now have the option of releasing additional working time for approval, going elsewhere in ESS, or logging off. **To request leave for approval on BEACON:** 1. From the BEACON home page, click **My Time** under Quick Links on the left side of the screen. (If you don't see a Quick Links option, click the **My Data** tab and then **My Working Time** on the Overview screen.) 2. To review your leave balances before requesting leave, click **Quota Overview**. After reviewing your balances, click the **My Working Time** link to return to the last screen. 3. Click the **Leave Request** link. 4. Click the drop down list displaying **Approved Leave** if you need to select any other type of leave from the list. If you select **Approved Leave,** the system will automatically deduct leave from any balances you have in the following order (according to state policy): 1) Holiday Compensatory Leave 2) Compensatory Leave 3) On-call Compensatory Leave 4) Travel Time Compensatory Leave 5) Vacation Leave 6) Bonus Leave 7) Advanced Vacation Leave (if approved) 5. In the **Date** area, click on the calendar icon and select the beginning and end date(s) of leave you are requesting. 6. If your supervisor's name appears in the Approver box, go to the next step. If not, click the search icon in the Approver box, enter the **last name of your supervisor**, and select your supervisor's name from the list. The name displays in the Approver box. 7. In the **Note for Approver** box, enter comments (optional). 8. Click **Review** to go to the next step. 9. Review the request and click the **Send** button if it's correct or click the **Previous Step** button to return to the last screen to make any corrections. 10. A confirmation page displays indicating that your leave request was sent for approval. 11. Click **Log Off** or go elsewhere by clicking one of the links under **What do you want to do next?**

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Task	Steps
Changing your Address	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. On the Overview page, click **My Personal Data**. 3. Click the **Addresses** link. 4. In the **Permanent Residence** section, click **Edit**. 5. On the **Addresses** screen, type in your new address. 6. Click **Review**. 7. If it is correct, click **Save**. If you find an error, click the **Previous Step** button to go back to the last screen, correct the mistake, click **Review**, then **Save**. 8. A message is displayed on the Confirmation page confirming that your changes were saved. Click **Log Off** or go elsewhere by clicking one of the links under **What do you want to do next?**

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Task	Steps
Changing Your Direct Deposit Information	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. On the Overview page, click **My Personal Data**. 3. Click the **Bank Information** link under **Direct Deposit**. 4. Click **Edit** to make changes to the Main bank where your **payroll check** is deposited. **Multiple Banks:** You have the option of adding accounts from up to three other banks to deposit portions of your paycheck. Click the **New Other bank** button to add other banks. 5. Type in the new bank number (routing number) and/or account number on the **Bank Information** page**.** 6. Select **Valid as of Future Date** and enter the first day of the pay period that you want all or a portion of your pay to go into the new account. You would generally enter the first day of the next pay period. Or, if you are actually making the change on the first day of the pay period, you can leave the Valid from Today default button selected. If you are paid **monthly**, enter the first day of the month. If you are paid **biweekly**, contact HR to verify the first day of the next pay period or access the Payroll Calendar in Help. **Important Notes:** • If you make the change on a day after the first day of the pay period and do **not** click **Valid as of Future Date** to enter the next pay period begin date, part of your next pay check may go into a **closed account**. Or if your pay is deposited into more than one account, the dollar amount that goes into your main account may be incorrect, including the possibility of **no pay** being deposited in your main account. • If you are in the process of **opening and closing bank accounts**, make sure that you keep your current account open until the direct deposit change to the new bank processes. If you are not sure about the date that you should make the change effective, contact **BEST Shared Services**. 7. Click **Review**. 8. If the numbers are correct, click **Save**. **Correcting Errors:** If you find an error, click the **Previous Step** button to go back to the last screen, correct the mistake, click **Review**, then **Save**. 9. A message is displayed on the **Confirmation** page stating that your changes were saved. Click **Log Off** or select a link under **What do you want to do next?**

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Task	Steps
Changing Your Tax Withholding Information	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. On the Overview page, click **My Personal Data**. 3. Click the **Tax Withholding Information** link. 4. Click **Edit** to make changes to your marital status, number of exemptions, or additional withholding amount for the W-4 Federal Tax information. 5. Click on **Review**. 6. If the numbers are correct, click **Save**. **Correcting Errors:** If you find an error, click the **Previous Step** button to go back to the last screen, correct the mistake, click **Review**, then **Save**. 7. A message is displayed on the **Confirmation** page confirming that your changes were saved. Click **Log Off** or go back to make other changes including changes to the NC withholding information by clicking one of the links under **What do you want to do next?**

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Task	Steps
Viewing or Changing Your Benefit Plans	1. From the BEACON home page, click the **My Data (ESS)** tab. 2. **Viewing Benefit Information** a. On the Overview page, click **My Benefits**. From this screen you can access a variety of links to view benefits data or to make changes to your benefits information. b. To see all of your benefits, click **Participation Overview**. From this screen you can view details of any plan by clicking the button to the left of the plan and then clicking the **Show Participation Details** button. Click the link beside a plan to go to the vendor web site. **3. Changing or Enrolling in Benefits** You can enroll or make changes in three situations: a. When you first become eligible, such as when you are **hired**. You must enroll within 30 days of your hire date or eligibility date. b. During the state-defined **annual enrollment** periods. During **annual enrollment periods**, you must make any necessary changes within the enrollment dates shown on your **My Benefits** screen in ESS. c. When you experience a **life-changing event**, such as marriage, divorce, birth of a child, or when a spouse's job changes. You must first notify your local HR office before you can change your benefits on BEACON within 30 days of the life event. They will activate the links that you need on BEACON to allow you to make your changes. To enroll or change benefits during an **annual open enrollment** period, as a **new hire** or after a **life-changing event**: a. From the BEACON home page, click the **My Data (ESS)** tab. b. On the Overview page, click **My Benefits**. c. Click one of the reasons such as **NC Flex Annl Enroll**, **Marriage**, or **Health Ins for Baby** links displayed under the **Adjustment Reason Enrollments** heading. d. On the **Enrollment screen**, click the **enroll button** next to any benefit plan in which you would like to enroll. ▪ Click the **Show GeneralLinksView** first if you would like more information from vendor web sites describing the plans.

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	▪ During an Open Enrollment period, the **Enrollment screen** shows only the benefits that you can change. ▪ Complete any required screens such as selecting beneficiaries. Contact BEST Shared Services if you have any questions as you complete the screens. e. After completing all required screens, you must click **Review Enrollment** and then **Save** to complete the change. f. A new plan confirmation statement is displayed on the Enrollment screen. Click **Print New Plan Selections** to view and print your **Benefits Confirmation Statement**. **4. Completing Forms** If you need to complete any forms as part of your enrollment: a. Go to the **My Benefits** page. The State Health Plan Forms are listed under the **My State Health Plan** heading. b. Click on the form title. c. Print the form by clicking on the printer icon  above the form. d. Manually complete it. e. Submit it to BEST Shared Services or your HR Office Benefits Administrator. Call either to get submission instructions if necessary.

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Getting Help	**Print References:** **Time Entry Quick Reference Guide** available online: http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/Job_ Aids/pdf_Time_Admin_Quick_Reference_Guide.pdf Includes charts with the following information: • Attendance/Absence Types • Minutes/Decimals Conversion for Time Entry **Employee Self Service (ESS) Job Aid** (this document) available online: http://help.mybeacon.nc.gov/beaconhelp/ESS and MSS/Job_ Aids/pdf_ES200JobAid.pdf **Phone Help** through **BEST Shared Services**: • Raleigh Area: 919-707-0707 • Statewide: 866-NCBEST4U (866-622-3784) **Online Help**: • Click on Help from any screen. • E-mail BEST Shared Services: best@ncosc.net.